

**ADMISSION AND ORIENTATION  
HANDBOOK**



**MARCH 2008  
FEDERAL PRISON CAMP  
CUMBERLAND, MARYLAND**

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**INTRODUCTION-2008 VERSION-CAMP A&O**

The material in this handbook will help you more quickly understand what you will encounter when you enter prison, and hopefully assist you in your initial adjustment to institution life. In the event any information in this pamphlet conflicts with Bureau of Prisons Program Statements and Institution Supplements, the policies and regulations set forth in the BOP Program Statement will prevail.

**INTAKE, CLASSIFICATION, AND THE UNIT TEAM**

**Orientation** You will be given a social and medical screening at the time of arrival. You will be immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities.

Within four weeks of arrival at this institution, you will be initially assigned to and complete the Admission and Orientation (A&O) Program. While in A&O, you will learn about the programs, services, policies, and procedures regarding this facility. Also, you will hear presentations from the staff regarding programs and departments at this facility. At the end of the A&O Program, you will be assigned to a work detail.

**Classification Teams (Inmate Program Review/Unit Teams)** Bureau of Prisons institutions are organized into a unit management system. There are two units at FPC Cumberland. A unit is a self-contained inmate living area. Each unit is staffed by a unit team which is directly responsible for those inmates living in that unit. The unit staff includes the Camp Unit Manager, a Case Manager, a Correctional Counselor, and a Unit Secretary. The Education Advisor, Psychology Advisor, and Correctional Officer are members, and may sit on the unit team. The Camp Administrator also participates in Program Review/team meetings.

You will be assigned to a specific unit team, either P Unit Team (Programs) or G Unit Team (General). The resolution of issues or matters of interest while at the institution are most appropriately initiated with the unit team in most instances.

Unit team members are available to assist in many areas including assistance in setting and attaining goals while in prison, release planning, personal and family problems, and counseling. Ordinarily, a member of the unit team will be at the institution weekdays from 7:30 a.m. to 9:00 p.m. and 7:30 a.m. to 4:00 p.m. on weekends. Unit staff schedule their working hours on a schedule that enables at least one is be available at times when inmates are not working. The staff work schedule is posted on a bulletin board in each unit.

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GENERAL FUNCTIONS of the UNIT STAFF

**Camp Administrator** The Camp Administrator is responsible for administration management of Camp programs and operations by planning, directing, coordinating, and evaluating. The goals are to provide an appropriately secure environment conducive to inmate accountability and responsibility, self-improvement, release planning, discipline, and well-being of those incarcerated at the Camp.

**Camp Unit Manager** The Camp Unit Manager supervises the Unit Team members, coordinates the implementation of programs and operations at the Camp, interacts with staff and inmates at the Camp to ensure compliance with Bureau of Prisons policies and regulations.

**Case Manager** Case Managers are responsible for all casework services and for preparing classification material, progress reports, release plans, correspondence and other materials relating to an inmate's commitment. Case Managers serve as a liaison between the inmate, the administration, and the community. They are frequently members of the Unit Discipline Committee.

**Correctional Counselor** Correctional Counselors provide guidance for inmates of the unit in areas of the institutional adjustment, personal difficulties, and plans for the future. They are members of the Unit Team and the Unit Discipline Committee. It is incumbent upon this person to visit inmate work assignments regularly and to provide leadership and guidance to other staff in the unit. Counselors are the contact person for social visiting, the inmate telephone system, work detail assignment changes, administrative remedy requests, and furloughs.

**Unit Secretary** The Unit Secretary performs clerical and administrative duties. These duties include preparation of reports and correspondence, creation and maintenance of central files, and general filing.

**Correctional Officer** The Correctional Officers have direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities at the camp.

**Communications** The unit bulletin boards contain written communications of interest. Notices for unit staff open house times, call-outs, change sheets for the following day, program review/unit team meeting dockets, and much more will be posted on the unit bulletin boards. It is recommended that you check the bulletin board twice a day.

**Initial Classification** Each newly committed or redesignated/transfer inmate will be scheduled for classification within four weeks of his arrival at this institution. Those who return as supervised release

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violators will be scheduled for classification within two weeks of arrival. The unit team will establish program goals including expected accomplishments, performance levels, and time limits.

**Program Reviews** If you have one (1) year or less remaining to serve on your sentence, you will have a scheduled program review meeting with your Unit Team every 90 days. If you have more than one (1) year remaining to serve on your sentence, you will be scheduled for a program review every 180 days. These meetings are held by the unit teams to review and make recommendations or assignment changes regarding programs, work assignments, transfers, custody, institutional adjustment, etc.

**Town Hall Meetings** Town hall meetings are held periodically to distribute official information and encourage communication. Announcements regarding changes in the policy and procedures are included. You are encouraged to ask pertinent questions. These questions should pertain to the unit as a whole rather than personal questions or problems.

**DAILY INMATE LIFE**

**Sanitation** It is your responsibility to check your living area immediately after it is assigned to you. You are to report any damage to your unit team. You may be held financially liable for damage to your personal living area. Other rules regarding this subject are stated in this section under "Quarters Rules". You are also responsible for sweeping, moping, waxing, buffing, removing trash, and keeping your personal area neat and tidy at all times. Lockers must be neatly arranged inside and out and all shelving must be neat and clean. You will not be allowed to tape any item to the walls or furniture in your unit.

**Personal Hygiene** The articles necessary for maintaining personal hygiene will be made available to you, i.e., toothpaste, toothbrush, comb, razor, and soap. Like items are also be available for sale at the commissary. There are no restrictions for hair length, but it must be kept neat and clean. A barber shop is available for inmate use. The hours of operation will be posted in each of the housing units and the barber shop.

**Personal Property Limits** Items which may be retained by you are limited for sanitation, security and safety reasons. This is done to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of your living area. All personal property will be stored in your locker to include commissary items. Boxes, wooden items, and paper bags may not be kept. Consult the Institution Supplement on Personal Property for more information concerning personal items.

**Storage Space** Storage space consists of an individual locker. A lock may be purchased at the commissary. Personal property must not be accumulated to the point where it becomes a fire, sanitation, security, or housekeeping hazard.

**Clothing** All clothing, both issued and personal, is to be neatly stored in your locker or on one of clothes pegs mounted to the cubicle wall.

**Legal Materials** You are allowed to maintain legal materials in your

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locker. Material should be related to active cases only and kept to a reasonable amount.

**Commissary Items** The total value of your accumulated Commissary items will be limited to the monthly spending limitation. Special limits on various items may apply.

**Food Storage** Perishable food items from the commissary that are left open and stored at room temperature can create a health hazard. These items must be properly sealed at all times. Empty containers must be discarded as trash. Original use containers may not be used as secondary use containers.

**Letters, Books, Photographs, Newspapers, and Magazines** The number of publications is limited in accordance with the institution supplement on personal property. Commercially produced photos depicting provocative poses, scantily clad photo subjects, or nudity are not to be displayed. Photos, papers, schedules, etc. may not be displayed, attached, stapled, to beds, lockers, or any surface, with the exception of the cork board provided with the desk in certain cubicles. Photos must be personal photos, not commercially produced.

**Sports and Musical Equipment** Sports and musical equipment will be stored in the designated area in Recreation. Certain musical instruments are available for use in the recreation area and may not be removed from that area.

**Radios and Watches** You may not own or possess more than one (1) approved radio and one (1) approved watch at anytime. Proof of ownership through appropriate commissary or property receipts is required. You may not have in your possession radios and watches which are worth more than \$100. Radios with a tape recorder and/or tape player are not authorized. Radios will be inscribed with your register number. Only walkman-type radios are permitted. Inmates may not give any items of value to another inmate (i.e., radios, watches, and/or Commissary items).

**Jewelry** You may have a plain wedding band (without stones) and, with prior approval from the Chaplain's Office, a religious medal (without stones). The value of any individual item must not exceed \$100.

**Quarters Rules** Daily sanitation inspections are conducted. If an inmate's cubicle is found to be dirty or untidy, he will be advised of same and disciplinary action may be taken.

Orderlies work full-time schedules and are responsible for sanitation in the common areas of the unit. However, it is each inmate's responsibility to keep his area clean. Trash and wastebaskets are to be emptied and cleaned prior to 7:30 a.m. each day. You must clean your own cubicle daily, to include the window, furniture, baseboards, air conditioning vents, and light fixtures. You must make your own beds each weekday prior to the 7:30 a.m. work call. If you are on your day off or work irregular shifts, you must still make your bed by work call and may then lay on top of the made bed. On weekends and holidays your bed must be made when you leave your cubicle or prior to the 10:00 a.m. count at the latest.



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Beds will be made military style with the blanket used as the top cover. Dirty clothing will be properly stored in a clothing bag between laundry exchanges.

Laundry bags will be hung from the end of the top bunk or on a wall peg. The inmate occupying the bottom bunk will hang his laundry bag on the right foot post of the top bunk and the inmate occupying the top bunk will hang his laundry bag on the left foot post. Wet towels will be hung centered between the foot post of each bunk. One extra blanket may be neatly folded at the foot of your bed. Blankets are not to be placed on the floor or be used as rugs. Pillows are not to be removed from the cubicle. At no time shall a mattress be removed from a bed and placed on the floor. Shoes may be neatly placed under the bed. Cubicle floors will be swept daily and mopped weekly. Walls will also be cleaned daily. Beds must be positioned so the Unit Officer may readily count you if you are in bed. Therefore, cubicle furniture will not be re-arranged. There will be nothing hung over the windows, in the doorways, or from the bed frames. Wall mirrors in the cubicles are not permitted. Should you desire to have a personal mirror, you may purchase one from the commissary. When not in use, it should be stored in your locker.

Showers are available every day except during the normal work hours of 7:30 a.m. to 4:00 p.m. You may not be in the shower during an official count. Inmates who work irregular shifts such as food service and the power plant, may use the designated shower during the day as long as showering does not interfere with the cleaning of the unit or an official count.

Visiting in the housing units is restricted. Inmates are only permitted in their assigned housing unit and the other unit is considered out-of-bounds. Visiting within the cubicles is prohibited after lights out (11:00 p.m.). There will be no visiting in the quiet wing cubes by inmates assigned to the other wings.

Televisions may be viewed in the unit television rooms during established off-duty hours. During normal programming hours in P Unit, during RDAP programming, unit televisions will not be viewed. Inmates working irregular work shifts may use the designated television room during the day as long as it does not interfere with the cleaning of the unit or an official count.

You may play cards and approved games during established hours, provided noise levels are kept to an acceptably low level. Personal radios may be played in your cubicle, but headphones must be used. Lights in the unit will be turned on at 6:00 a.m. and turned off at 11:00 p.m. Quiet time within the unit will be observed between the hours of 11:00 p.m. and 6:00 a.m. A quiet room will be in each unit and will be available 24 hours a day for reading, studying, or writing letters.

**Wake-up** General wake-up at FPC Cumberland is 6:00 a.m. The unit is opened for breakfast by the Unit Officer. You will be given a reasonable amount of time to leave the unit if you desire breakfast. It is your responsibility to report to work on time. Late sleepers who do not maintain their cubicles or are late for work will be subject to disciplinary action.

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**COMMISSARY AND LAUNDRY OPERATIONS**

**Clothing Exchange & Laundry**

The laundry exchange line will open for the entire population, Monday Through Friday from 11:00 a.m. to 12:00 a.m. **Last call will be announced at 11:50 a.m.**

Exchanges and alterations will be by appointment only. The appointment will be made by submitting an Inmate Request to Staff Member to the laundry staff during the laundry exchange line. The inmate will then be placed on the call out for his appointment.

On linen exchange day, the inmates will drop off and pick up at the same time. Sheets and pillow case **must** be exchanged as a set. The inmate must bring two sheets and one pillow case to exchange these items.

**The laundry will issue hygiene items and, stationery supplies on Thursday's only.**

The following is the daily exchange line schedule:

- Monday- Bag wash day entire population. One bag only per inmate (white or dark, no mixing). Pick up the bag from Friday's exchange.
- Tuesday- Bag wash day entire population. One bag only per inmate (white or dark, no mixing). Pick up the bag from Monday exchange.
- Wednesday- Linen exchange for entire population. Two sheets and one pillow case **must** be presented for linen exchange. Pick up the bag from Tuesday exchange.
- Thursday- Bag wash day entire population. One bag only per inmate (white or dark, no mixing). No bag pick up. Hygiene items and stationery supplies issue.
- Friday- Bag wash entire population. One bag only per inmate (white or dark, no mixing). Pick up the bag from Thursday exchange.

**Commissary**

Inmate funds are retained by Centralized Banking (Lock Box) in a trust fund, from which the inmate may withdraw money for personal spending in the institution commissary, family support, or other approved purposes. Accumulated institutional earnings and moneys sent from outside are given to the inmate upon release, or may be mailed to the inmate. Additional information on release funds is provided during release preparation classes. FPC Cumberland utilizes TRUFACS (Trust Fund, Accounting and Commissary System) computerized commissary withdraw system that simplifies purchasing and gives the inmate an improved, up-to-date record of all account activity.

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The commissary will conduct sales according to the inmate's housing unit. Commissary shopping lists for the unit shopping that evening will be accepted from 11:15 a.m. to 11:45 a.m. at the camp laundry. Inmates will be permitted to shop once per week. After shopping, inmates must return to their units to store their purchases before going to other areas of the institution.

Regular sales will be conducted after the 4:00 p.m. count until 8:30 p.m. on Monday and Tuesday. For evening shift workers who are working on their scheduled shopping night, there is an afternoon sale on Monday 1:00 p.m. to 3:00 p.m. Only those inmates who are on the approved shopping list for this early sale will be permitted to shop. Evening shift inmates must have their names submitted by their work detail supervisor no later than 4:00 p.m. Friday the week prior. All commissary shopping lists, must be submitted from 11:15 a.m. to 11:45 a.m. for this afternoon sale.

The shopping day sequence for FPC Cumberland will be rotated on a quarterly basis and the schedule will be posted on the commissary bulletin board along with a current shopping list.

If you have any problems or questions with your account, submit an Inmate Request to Staff form to the Trust Fund Department, the Trust Fund Supervisor, or the Cashier. Be sure to maintain any receipts or papers you may need to document your problem.

**ITS (Inmate Telephone System)**

Inmates may only use the telephone in their housing units. Telephones are to be used to maintain family and community ties within lawful boundaries. Disciplinary sanctions may be imposed for abuse of the telephone privileges. During the Institution Admission & Orientation the Trust Fund Department Representative will provide a copy of the Inmate Telephone System (ITS) guide and dialing instructions to each inmate.

With the ITS, the called party shall have the capability to deny and /or block further telephone calls from inmates through their home telephone. A voice prompt will direct them through the process. Once a telephone number is blocked by the intended recipient via his/her telephone, that same number can be unblocked by the recipient only upon receipt of a written request for reinstatement by the intended recipient to the Trust Fund Staff. To ensure the called party's identity, the request for reinstatement must include a copy of a recent telephone bill. Trust Fund staff will process this request expeditiously.

The Phone Access Code (PAC) is a nine-digit number which allows an inmate access to the ITS. This code will be established for an inmate upon his arrival at any institution. All inmates should treat their code number as strictly confidential and shall not share this number with any other inmate. Sharing or selling of the PAC numbers between inmates will result in disciplinary action. To obtain a new or Replacement PAC number for any reason, the inmate will be required to complete a BP-199 (Request for Withdraw of Inmate Funds) in the amount of \$5.00 charge to help defray the cost of establishing the number.

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In order for an inmate to utilize the debit system of the ITS, the inmate will be required to purchase phone credits through the phone system. Inmates may purchase phone credits any time the system is operational. The system will allow two transfers per day. Telephone credits will not be deducted from the inmate's monthly spending limit. ITS credits will not be credited back to the inmate's commissary account except for the following:

- Inmates on telephone restriction for more than ten (10) days
- Release from the institution.
- In rare or unusual instances as the Warden deems appropriate.

All calls are limited to 15 minutes, the system provides a warning tone approximately one minute before the call is disconnected. Upon completion of a telephone call, inmates will not be permitted to make another call for 15 minutes. **Inmates are only authorized to make up to 300 minutes per month of debit calls or collect calls.** Revalidation to your 300 minutes is based on your commissary revalidation date.

The Bureau of Prisons collect call provider is Value Added Communications (VAC). VAC provides collect call services and pre-paid accounts for persons receiving calls from inmates. VAC can be contacted by persons receiving calls from inmates at 1-800-913-6097 (for domestic long distance), and 1-972-367-0070 (for international calls).

All inmate telephones are subject to monitoring and recording. In order to arrange an unmonitored attorney call, inmates will need to submit a Copout (Inmate Request to Staff member) to a member of their Unit Team. Inmates are allowed a total of 30 approved telephone numbers on their telephone list. This includes numbers for collect calls. Three changes to approved phone lists can be submitted each month.

The telephones will normally be operational during the following hours:

Monday through Friday	6:00 a.m. to 8:00 a.m.
	10:30 a.m. to 12:30 p.m.
	3:00 p.m. to 11:30 p.m.

Saturday, Sunday, & Holidays	6:00 a.m. to 11:30 p.m.
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\*\* One phone in each unit will remain operational from 6:00 a.m. to 11:30 p.m.\*\*

The use of a telephone must not interfere with institution schedules, programs, work assignments, or counts.

**TRULINCS (Trust Fund Limited Inmate Communication System)**

The Trust Fund Limited Inmate Communication System (TRULINCS) is a program currently being conducted by the Federal Bureau of Prisons to provide inmates with some limited capabilities to send and receive electronic correspondence without having access to the Internet. TRULINCS terminals are to be used to maintain family and community ties

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within lawful boundaries. Disciplinary sanctions may be imposed for abuse of the TRULINCS privileges. During the Institution Admission & Orientation the Trust Fund Department Representative will provide a copy of the TRULINCS guide to each inmate.

With TRULINCS, the e-mailed party has the capability to deny and /or block further correspondence from inmates through their computer. Once an e-mail address is blocked by the intended recipient, that same e-mail address can be unblocked by the recipient only upon receipt of a written request for reinstatement by the intended recipient to the Trust Fund Staff. Trust Fund staff will process this request expeditiously.

The Phone Access Code (PAC) is also utilized to access TRULINCS, along with your 8 digit register number, and 4 digit PIN number. This PAC number will be established for an inmate upon his arrival at any institution. All inmates should treat their PAC, PIN, numbers as strictly confidential and shall not share this number with any other inmate. Sharing or selling of the PAC numbers between inmates will result in disciplinary action. To obtain a new or Replacement PAC number for any reason, the inmate will be required to complete a BP-199 (Request for Withdraw of Inmate Funds) in the amount of \$5.00 charge to help defray the cost of establishing the number.

In order for an inmate to utilize the TRULINCS system, the inmate will be required to complete and submit an "Inmate Agreement for Participation in TRULINCS Pilot Program" form. When the agreement form is received, the inmate will be given authorization to use the system. At the beginning of every session, the inmate will be given the opportunity to purchase TRULINCS minutes. This is the only opportunity during a logon session that minutes can be purchased. TRULINCS credits will not be deducted from the inmate's monthly spending limit. TRULINCS credits will not be credited back to the inmate's commissary account except for the following:

- Inmates on TRULINCS restriction for more than ten (10) days
- Release from the institution.
- In rare or unusual instances as the Warden deems appropriate.
- Removal from the TRULINCS program

All logon sessions are limited to 30 minutes. Upon completion of a session, inmates will not be permitted to logon again for another 15 minutes. **Inmates are only authorized use up to 600 minutes per month.** Revalidation to your 600 minutes is completed on the first of each month.

All TRULINCS messages are subject to monitoring.

The TRULINCS terminals will normally be operational during the following hours:

Monday through Friday	6:00 a.m. to 12:30 p.m.
	3:00 p.m. to 11:30 p.m.
Saturday, Sunday, & Holidays	6:00 a.m. to 11:30 p.m.

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The use of the TRULINCS terminals must not interfere with institution schedules, programs, work assignments, or counts.

**Spending Limitation**

An Automated Inquiry Machine (AIM) will be provided for inmates to check their account balances. Inmates may also use the ITS to check their account balances after 4:30 p.m. each day. The AIM will be located in the commissary sales area. The AIM is utilized by the inmate entering his register number and then a pin number assigned by the Commissary Staff. Inmates are not permitted to loiter in the AIM area. Any willful and malicious damage of the AIM will result in disciplinary action.

The Bureau spending limit is calculated at various times throughout the month depending upon the fifth digit of the inmate's register number. The following is the validation schedule:

Fifth Digit	Day of the Month
0	1 <sup>st</sup>
1	4 <sup>th</sup>
2	7 <sup>th</sup>
3	10 <sup>th</sup>
4	13 <sup>th</sup>
5	16 <sup>th</sup>
6	29 <sup>th</sup>
7	22 <sup>nd</sup>
8	25 <sup>th</sup>
9	28 <sup>th</sup>

The monthly spending limit will be determined in accordance with Program Statement 4500.05, Chapter 3. The spending limit is currently \$290.00 per month. Stamps, phone credits, and over the counter medications are not charged against the monthly spending limitation. Inmates that are FRP delinquent will be limited to a monthly spending limitation of \$25.00.

**Finality of Sales**

Shoppers are advised that after the sales receipt is signed and the inmate has left the sales window, the sale is final. The commissary cannot accept returns or exchanges and they cannot grant refunds. Items are to be inspected at the time of purchase at the sales window. All shoes that are purchased will be tried on at the sales window to ensure proper size and all clothing items will be checked for the proper size.

**Inmate Conduct During Sales Hours**

Inmates are expected to conduct themselves in an orderly fashion during sales hours. Failure to maintain conduct in accordance with Bureau and

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Institution policy will result in an incident report. The following are special rules for shopping during sales hours:

1. No more than 5 inmates in the sales lobby at one time.
2. The shopping list must contain the inmate's name and register number.
3. No eating in or near the commissary.
4. No loitering in or near the commissary.
5. No arguing with the Commissary staff or inmate workers for any reason.

**Special Purchase Orders**

Special purchase orders can be requested for hobby craft items, religious articles and certain supplies. Request for special forms may be obtained from Recreation Staff, Chaplin, and Unit Counselor. Special Purchase orders with a unit cost of \$100.00 or more must be approved in writing by the Chief Executive Officer.

**Deposits to Accounts**

All funds being sent to inmates in the Bureau of Prisons custody must be sent to the National Lock Box at the following address:

Federal Bureau of Prisons  
Insert Inmate Name  
Insert Inmate Register Number  
Post Office box 474701  
Des Moines, IA. 50947-0001

Please Notify all persons who send you funds that they must send all funds to the national Lock Box mailing address above and they must adhere to the following to avoid unnecessary delays in posting:

- ✓ Print the inmate's committed name (no nicknames or aliases) and register number on all negotiable instruments and envelopes.
- ✓ Print legibly on both the negotiable instrument and envelope.
- ✓ Print the return address legibly in the upper left hand corner of envelope to ensure that funds can be returned in the event the funds cannot be posted to the inmate's account.
- ✓ Use regular-sized envelopes (letter or legal size).

**DO NOT** send funds directly to the institution. These funds will be returned to the sender.

**DO NOT** send greeting cards, letters, pictures, or any other personal items in the envelope. These items will be destroyed.

**DO NOT** send cash, or coins.

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**DO NOT** send legal documents or forms. These cannot be forwarded to the inmate.

Deposits to the Inmate Deposit Fund Accounts from outside sources are accomplished through the Lock Box Program (Centralized Banking). Checks and other Negotiable Instruments will be received and posted in accordance with Program Statement 2000.2, Chapter 10967, and Program Statement 4500.05 Chapter 8 & 9. All domestic, non-domestic and foreign negotiable instruments shall be placed on hold. Domestic business checks shall be held 15 days. Non-domestic and foreign negotiable instruments payable in U.S. dollars, shall be held 45 days. The holding period shall begin the day Lock Box enters the instrument into TRUFACS (Trust Fund, Accounting and Commissary System). Negotiable instruments with expired validity dates shall not be accepted.

The following items shall not be held and funds shall be made available immediately:

- ✓U.S. Postal Money Orders
- ✓U.S. Treasury Checks
- ✓U.S. Government-issued drafts
- ✓State, County, and Municipal checks
- ✓Checks from privately contracted correctional facilities
- ✓Cashier's Checks
- ✓Postal Money Orders issued by U.S. territories listed in P.S. 2000.2, & P.S. 4500.05 Chapter 9
- ✓Canadian Postal Money Orders - if they are addressed to a payee within the U.S. and the amount is expressed in U.S. currency.

In addition to the lock box program inmate families and friends may also send inmate funds through Western Union's Quick Collect Program. **All funds sent via Western Union's quick collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week including holidays).** Funds received after 9:00 p.m. EST will be posted by 9:00 a.m. EST the following morning. Funds sent to an inmate through Western Union Quick Collect may be sent via one of the following ways:

- 1) **At an agent location with cash:** The inmate's family or friends must complete a Blue Quick Collect Send Form. To find the nearest agent they may call (800)325-6000 or go to [www.westernunion.com](http://www.westernunion.com).
- 2) **By phone using a credit /debit card:** The inmate's family or friends may simply call (800)634-3422 and press option 2.
- 3) **Online using a credit/debit card:** The inmate's family and friends may go to [www.westernunion.com](http://www.westernunion.com).
  - 1) Select Bill Payment
  - 2) Select Quick Collect



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For each Western Union quick Collect transaction, the following information must be provided:

- 1) Inmate Register Number
- 2) Inmate Name
- 3) City Code: FBOP
- 4) State Code: DC

Please note that the inmate name and register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The City Code will always be: FBOP and the state Code will always be : DC.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

Any questions or concerns regarding Western Union Transfers should be directed to Western Union by the sender (general public). Western Union customer service can be reached at (800)238-5772, press one, and then zero.

**Commissary Fund Withdrawals**

Standard Form BP-199 (Request for Withdrawal of Inmates Personal Funds) is provided by the institution for the withdrawal of inmate funds from Commissary accounts. All requests for fund withdrawals must be completed on the bubble form in blue or black ink. Unit Managers are the approving officials for withdrawals up to \$250.00. Any request for withdrawal exceeding \$250.00 shall be approved by the Associate Warden (Programs). Withdrawals for education and leisure time items must be approved by the Supervisor of Education. The Standard Form BP-199 shall be used for all authorized withdrawals listed in Program Statement 2000.2.

**SECURITY PROCEDURES**

**Counts** Official Daily Counts occur at the following times:

- 12:01 midnight
- 3:00 a.m.
- 5:00 a.m.
- 4:00 p.m. (stand up count)
- 10:00 p.m.
- 10:00 a.m. on Saturdays, Sunday, and Federal Holiday

An announcement preceding the 10:00 a.m., 4:00 p.m. and 10:00 p.m. counts will be broadcast over the Camp's public address system. You should orient yourself to the time of each count. During count, you are expected to remain quiet in your cubical until the count is clear. The 4:00 p.m. count is a stand up count, and all inmates must stand beside their bed. Disciplinary action may be taken if you are not at your assigned area at the count time. Disciplinary action may also be taken against you for

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leaving an assigned area before the count is cleared. If you are in your bed and are completely covered, staff will awaken you to verify your presence.

**Restricted Movement** Between the hours of 9:30 p.m. and 6:00 a.m. you are prohibited from being outside your unit unless you are on a work detail.

**Call-outs** The call-out system is used to schedule and announce appointments to the hospital, dental clinic, education area, team meetings, and other activities. The call-out sheet will be posted on each unit's bulletin board after 4:00p.m. on the day preceding the appointment. It is **your responsibility** to check for appointments. All scheduled appointments are to be kept. Disciplinary action may be taken for missing a call-out.

**Change Sheets** Change sheets are posted on a daily basis on the unit's bulletin board. This print-out indicates changes in job assignments, quarters and custody. It is recommended that you check the change sheet daily.

**Contraband** Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff will make an effort to locate, confiscate, and report contraband in the institution. You are responsible for all items found in your assigned living area. Therefore, you should immediately report any unauthorized item(s) to the unit officer. Receipts should be kept in your possession after purchasing such items as radios, sunglasses, photo albums, etc. You may not purchase radios or other items from another inmate. Items purchases in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against you. All non-perishable items in your possession must be documented on a BP-383, Inmate Personal Property Record.

**Housing Area Searches** In order to detect, deter and retrieve contraband and stolen property, staff may search your cubicle without notice or prior approval from you. Staff will order you to leave the area during a search of your quarters, property, and/or common area. It is not necessary for you to be present during a search of your area. Once searched, your property and living area will be left, as nearly as possible, in its original order.

**Drug Surveillance** The Bureau operates a drug surveillance program that includes mandatory random testing as well as other periodic drug testing. Refusal to provide a urine sample will result in disciplinary action. The possession or use of drugs will not be tolerated.

**Alcohol Detection** A program for alcohol surveillance is in effect at all institutions. Inmates will be tested for alcohol use on a random basis. If you are under suspicion of alcohol use, you may receive an immediate test. A positive test will result in an incident report. Refusal to submit to a test will also result in an incident report. The possession or use of alcohol will not be tolerated.

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**Fire Prevention and Control** Fire prevention and safety are everyone's responsibility. You are required to immediately report fires to the nearest staff member. Piles of rags, combustible materials, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be allowed. A Fire/Safety inspection will be conducted in every area of the institution by a qualified professional from the Safety Department monthly. Any tampering with fire suppression equipment will result in disciplinary action.

**PROGRAMS AND SERVICES**

**Job Assignments**

All inmates are expected to maintain a regular job assignment. Most job assignments are controlled through the Performance Pay System which provides monetary payment for work. The current pay scale is as follows;

Grade 4 - \$.12 per hour  
Grade 3 - \$.17 per hour  
Grade 2 - \$.29 per hour  
Grade 1 - \$.40 per hour

Failure to pay fines and other monetary obligations, or failure to participate in the required drug education or to show progress towards educational goals may result in pay restrictions. Unit staff approve job changes and see that the changes are posted on the Daily Change Sheet.

To request a change in work detail assignment, submit an Inmate Request to Staff, form BP-A148 (Cop-Out), to the supervisor of the work detail requested. If approved, have the request approved by the losing detail and submit the signed Cop-out to unit staff. Inmates are to remain on a job assignment for 90 days before being reassigned unless approved by the Unit Manager.

Many assignments begin at the maintenance level. Examples of work assignment areas are: Food Service, General Maintenance, Landscape and Power Plant. A limited number of jobs are available in the Warehouse, Laundry, and Commissary. There are a number of assignments as orderly.

**Federal Prison Industries (FPI) - UNICOR**

Federal Prison Industries (FPI) employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the federal government. FPI at FCI Cumberland produces signs for various government agencies. Profits from FPI fund other inmate programs as well as provide hands-on industrial training for inmates. At the FPC, there a very limited number of jobs in the FPI Warehouse.

**INDUSTRIAL PAY:**

FPI provides five (5) standard hourly rates, (which are subject to change), as follows:

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GRADE	HOUR	DAY	ESTIMATED MONTHLY PAY (21 DAYS)
5	.23	1.73	36.33
4	.46	3.45	72.45
3	.69	5.18	108.78
2	.92	6.90	144.90
1	1.15	8.63	181.23

To be promoted above Grade 4, inmates must have a verified high school diploma or have obtained a GED.

All overtime pay is computed on a double time basis. The normal working day is 7.5 hours. To receive overtime pay you must first have 7.5 hours on the day you work overtime. Inmate payrolls are computed in the Business Office and forwarded to the Commissary the first week of the month following the month being paid. Questions about payroll will be resolved by the detail foreman whenever possible. If you are not satisfied with the Foreman's answer you may submit a Copout to the Business Manager.

All inmates working in FPI receive pay for 10 holidays per year. To be eligible for holiday pay, you must be in FPI work status the work day before and the workday following the holiday.

**LONGEVITY** - Inmates who have worked in Federal Prison Industries for 18 months will be eligible to receive \$.10 for each hour in pay status. Inmates who have worked FPI for 30 months will be eligible to receive \$.15 extra for each hour in pay status. Inmates who have worked for FPI for 42 months will be eligible to receive \$.30 extra per hour in pay status.

Inmates who have been in Grade 1 positions for six months or more are eligible to be considered for premium pay which is an additional \$.20 over base pay. Premium pay is used to reward inmates who regularly and routinely make contributions to FPI operations that exceed the standards required of them. Such inmates should assist in training new inmate workers, demonstrate leadership qualities and make contributions to the efficiency of production and operations. Premium pay is limited to 10% of all Grade 1 workers.

### **Food Service**

Hours of Service/Dining Hall Standards:

- . Monday thru Friday
- . Breakfast:
- 6:00 AM - Close

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- Lunch: 11:00 AM - 12:00 PM
- . Dinner: 4:30 PM - 5:30 PM (after a clear institutional count)
- . Weekends / Holidays
- . Coffee Hour:  
7:00 AM - Close
- . Brunch: 11:00 AM - 12:00 PM (after a clear institutional count)
- . Dinner: 4:30 PM - 5:30 PM (after a clear institutional count)

Nothing may be brought into the dining room hall with the exception of one can of soda or juice. Newspapers, books, radios, mugs, and laundry bags are all unauthorized. You may take one piece of fruit with you when leaving the dining hall, provided it is served for that particular meal. No other items may be taken out of the Dining Room for any reason. You will be called to the dining hall by detail and through unit rotation. All inmates must stay in the serving line regardless of whether eating from the main serving line, salad and hot bars or Common Fare. The institutions daily dress code is in effect Monday thru Friday for Breakfast and Lunch. Hats and non-prescription sunglasses are to be removed. Shirts must be tucked in and appropriate shoes are to be worn.

Rationed items will be only those items served from the main serving line with few exceptions. The main entree, desserts, fruit and sugar are always rationed. Common Fare is available through a request to the institution's chaplain. The main serving line and hot bars are off limits to all Common Fare participants. Eating any item from these two areas will be considered a violation and reported to the chaplain. You will be expected to return your serving tray to the dishroom upon exiting.

The Food Service menus are based on five weekly and ten holiday menus. The menus have been nutritionally analyzed by a certified dietician and found to be nutritionally adequate. The Common Fare menus are based upon two weekly cycle menus and have also been certified by a registered dietician.

The Food Service budget is very limited, and the total allotment is based on a per man per day figure. This includes not only food but also the plates, bowls, cups, equipment repair and cleaning supplies. As mentioned previously, very few items are rationed which means you may take all you want to eat, however when you throw away food, cups, spoons, plates, etc., you are throwing out your own money. Food Service can only buy those items that can be purchased within this limited budget.

**Employment** All inmates, regardless of past experience, will be assigned to the PM Dining Room detail as a grade four. This is considered our labor pool through which promotions, reassignments and grade increases can be achieved. Grades are available in all areas including the dishroom and pots and pans. Upon entering Food Service, let your supervisor and the Assistant Administrators know which position you would like to work. You will be paid for your hours of satisfactory work. You will not be paid for just being in Food Service. The Food Service uniform is required to be worn at all times. Failure to do so will be considered unsatisfactory work and any bonus recommendation will be denied.

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**Education Programs** The Education Department at FPC Cumberland offers several programs including academic and self-improvement classes, leisure time activities, and library services. Classes cover such areas at literacy (GED), ESL (English as a Second Language), Parenting and Employment Skills. Correspondence courses are available. An Advanced Occupational Education (AOE) course for Dog Handlers/Trainers is available. Flyers are posted in the library and housing units to announce all new classes.

Leisure and Law Libraries are located in the education department for use during your off-duty hours. A variety of legal materials, reference books, and other reading materials are available. The recreation yard, gymnasium, and leisure center offer several activities which vary with the seasons.

More information about educational and recreational offerings is available in the Education Handbook which is given out during the A&O lecture. If you wish further information, please feel free to contact any education or recreation staff member.

**Counseling Activities** Qualified staff and various groups are available for your counseling needs. These groups include Alcoholic Anonymous groups, self-image groups, and other voluntary groups. You are encouraged to participate in these groups. Staff are available in each unit for informal counseling sessions as well as formal group counseling sessions.

**Psychology and Psychiatry Programs** A psychologist is available to provide counseling and other mental health services. They can help you develop an on-going counseling program or offer personal crisis intervention. If you are an initial commitment, you will be screened by Psychology Services staff during the institution's Admission and Orientation Program. Screening may include an individual interview. Psychologists are available for individual and/or group psychotherapy. If you are interested in these services, you can submit an Inmate Request to Staff Member (Cop-out) to Psychology Services. Mental Health services are offered in the areas of drug and alcohol abuse, as well as other behavioral or emotional problems. If there is evidence in you Pre-sentence Investigation (PSI) that alcohol or other drug use contributed to the commission of your instant offence, alcohol or drug use was a reason for a violation of you parole or probation for which you are now incarcerated, or if there is a Court recommendation from drug treatment, you will be required to attend a 40-hour Drug Education Program. If you do not fall into this category, but wish to participate in this program, you may volunteer. The institution also offers the 500-hour Residential Drug Abuse Treatment Program. This program is an intensive, unit-based treatment experience provided by a team of Drug Abuse Treatment Specialists and the Drug Abuse Program Coordinator.

**Escorted Trips** When an immediate family member is seriously ill, in critical condition, or has passed away, you may be authorized a bedside visit or funeral trip. All expenses will be borne by you except for your escorting officer's wages for the first eight hours of each day. There are occasions when an escorted trip is not approved even when all policy requirements are met. This denial will be based on a perceived danger to staff, the public, the inmate, or on security concerns that outweigh the

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need for the escorted trip.

**Furloughs** A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, or other Federal or State agent. Furloughs are a privilege not a right. They are only granted when clearly in the public interest and for the furtherance of a legitimate correctional program goal. A furlough is not a reward for good behavior or a means to shorten a sentence. Furlough applications are ordinarily discussed at your Unit Team Program Review meeting.

**Central Inmate Monitoring System** The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not prevent you from participating in community activities. If designated as a CIMS case, you will be notified by you Case Manager. If you fall in this category and are applying for community activities, you should apply in ample time to allow the institution to obtain the necessary clearances.

**Marriages** If you wish to be married while incarcerated, the Warden may authorize you to do so under certain conditions. All expenses of the marriage must be paid by you or your fiancée. Government funds may not be used for marriage expenses. If you request permission to marry, you must have a letter from the intended spouse which verifies her intent to marry you and you must show proof that you are legally eligible and mentally competent to marry. The Chaplain and unit staff are available to further explain the inmate marriage policy. Marriage ceremonies are scheduled two times a year by the Chaplain.

**Treaty Transfers for Non-U.S. Inmates** If you are not a U.S. citizen, you may be eligible for a transfer to your home country to serve the remainder of your sentence in a prison there. See your Unit Team for a list of countries that have a formal prisoner exchange treaty with the United States and how to apply.

**Religious Programs** A wide range of religious programs are offered. Staff Chaplains are available as well as contract and volunteer representatives of various faiths. Special religious diets, holiday observances, and other worship activities are coordinated through the Chaplain. Information about these programs is available in the orientation program and from the Chaplain. All activities within the religious program are open to attendance by anyone. This program is voluntary and you are encouraged to participate. Please consult the unit bulletin board for the schedules of all programs.

**Inmate Financial Responsibility Program** Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau of Prisons administers a systematic payment program for court-imposed fines, fees, and costs. If you are a designated inmate, you are required to develop a financial plan to meet your financial obligations. These obligations may include: special assessments imposed under 18 USC 3013; court ordered restitutions, fines and court costs; judgments in favor

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of the U.S.; other debts owed the federal government; and court-ordered obligations (e.g., child support, alimony, student loans, and other judgments). Institution staff will assist you in establishing a payment plan. **You** are responsible for making all payments either from earnings within the institution or from outside resources. Payment from outside sources must be verified by the presentation of appropriate documentation. If you refuse to meet your obligations, you cannot work for UNICOR or receive performance pay above the maintenance pay level. The status of any financial plan will be included in all progress reports, and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institutional program changes.

**Pre-release and Re-entry Readiness Programming** The pre-release program is designed to assist you in preparing yourself for release. You will be assisted in developing plans for your personal life and for reintegration into the community. There are two separate programs offered: a unit based program and an institutional program. These programs offer classes and information concerning the personal, social, and legal responsibilities of civilian life.

**MEDICAL SERVICES**

**Sick Call Procedures**

Sick call sign up for emergency sick call is held Monday through Friday from 6:15 a.m. to 6:45 a.m. Inmates must present their identification cards to the person at the sign-up desk, and an appointment time will be issued for emergency sick call. In order for inmates to be released from their work detail, the appointment slip must be shown to their detail supervisor.

For routine Sick Call sign up, inmates must obtain a sick call sign up sheet available in the Unit or Health Service. This form will be completed and turned into the collection box inside the front entrance of the Health Services Department. All Sick Call sign up sheets are collected at 10:00 a.m. Monday through Friday. Appointments to include the date and time will be posted on the Call-outs. Inmates may be subject to disciplinary action for failure to report to call-outs.

If an inmate arrives late without a verified excuse from a staff member, the appointment will be canceled and the process will have to be restarted. It is the inmate's responsibility to notify his detail supervisor of the appointment ahead of time in order to be on time.

Upon arrival at the scheduled appointment time, inmates will sign in at the Medical Records Office. Once signed in, inmates must remain seated in the waiting room until their names are called. Once inside Health Services, inmates will not be permitted to leave the area until released by medical staff.



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There is a \$2.00 copay for all inmate requested visits to health care providers. The law that permits the Bureau of Prisons to collect this money is called the Federal Prisoner Health Care Copayment Act of 2000. Inmates must pay a fee for health care services of \$2.00 per health care visit for the following: health care services in connection with a health care visit that the inmate requested; are found responsible through the Disciplinary Hearing Process to have injured an inmate, who, as result of the injury, requires a health care visit, or visits.

The following health care services will be provided without a copay fee:

- a. Health care services based on health care staff referrals;
- b. Staff-approved follow-up treatment for a chronic condition;
- c. Preventative health care services;
- d. Emergency services;
- e. Diagnosis or treatment of chronic infectious diseases;
- f. Mental health care;
- g. Substance abuse treatment;
- h. Urgent treatment; and
- i. Treatment of acute injuries.

Some of the health care services based upon staff referrals, follow-up treatment for chronic conditions, and preventative health care include, but are not limited to:

- a. Blood pressure monitoring;
- b. Glucose monitoring;
- c. Insulin injections;
- d. Chronic care clinics;
- e. Testing for tuberculosis;
- f. Vaccinations;
- g. Wound care; and
- h. Patient education, etc.

Based upon the health care provider's clinical evaluation and diagnosis of the inmate, Health Services Staff will determine whether a copay fee will be charged. All visits will be entered into the TRUFACS system by registration number and pay status. If inmates are indigent (an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days) they will not be charged for the visit. Inmates who are not indigent, but do not have the funds available in their trust fund account will still be charged, and their account will go into a negative balance.

**Dental Sick Call Procedures**

The emergency dental sick call is held the same as Sick Call. Inmates must present their identification cards to sign up for emergency Dental sick call. There are only a limited number of emergency dental sick call appointments issued each day.

On arriving in the dental office, inmates must present their identification cards to the dental staff. After signing in, inmates will remain seated in the waiting room until their name is called. Inmates will not be permitted

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to leave the area until released by medical staff. Everyone who requests care will be placed on Callout when they move to the top of the waiting list.

**Emergency Medical Care**

Inmate injuries or illnesses of an emergency nature must be brought to the attention of the work supervisor, recreation supervisor, unit officer, or any other staff member immediately. They will notify Health Services for instructions PRIOR to your release from the area you are in. Your supervisor must notify the Health Service Department PRIOR to your release from the area you are in. Emergencies are considered to be chest pains, active severe bleeding, broken bones, or life-threatening situations. All non-emergencies will be handled through sick call only. Injuries must be reported to a staff member immediately, and the staff member must then notify health services. An injury will be considered suspicious if it is not reported immediately and an accident report has not been completed. All suspicious injuries will be reported to the Operations Lieutenant. All emergencies of a dental nature should be directed to the dental office by your supervisor.

**Requests to See the Doctor**

The Doctor schedules appointments by either referral through the Mid-Level Practitioners or by the submission of a Cop-out written to them, or through chronic care clinic appointments. All medical problems should be handled through Sick Call before requesting an appointment with the doctor. Doctors/Mid-Level Practitioners will not see walk-in patients. The Doctor normally will not see patients who have signed up for sick call.

**HIV Education**

An HIV Education Program for inmates is available periodically. HIV information is available from the Health Services Department. You must have a current HIV test to be released on furlough, halfway house, parole, etc.

**Inmate Request to Staff (Cop-out)**

Questions regarding medical care should be taken care of through sick call. Questions regarding the Health Services Department should be addressed to the specific person or area via Cop-out. Questions or requests pertaining to the Health Services Administrator or Assistant Health Services Administrator must first be addressed via Cop-out. If a meeting is found to be necessary, the administrator or his/her assistant will respond to your Cop-out and give you an appointment time. The Health Services Administrator or Assistant Health Services Administrator stands mainline at the FPC periodically and will attempt to answer questions at that time. However, correspondence is preferred. All correspondence directed to the Health Services Department must be on the standard form entitled Inmate Request To Staff, (Cop-out).

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**Medical/dental Appointments**

The majority of medical appointments appear on the Call-outs. It is the inmate's responsibility to check the Call-outs each day to see if they are scheduled for any such appointment. Failure to appear for scheduled appointments may adversely affect the continuity of care you are to receive. Those not reporting for their Callout may receive an Incident Report.

**Physicals**

All newly committed inmates will receive a physical examination within 14 days of arrival. (Includes parole violators, RRP returns, and escapees). A complete physical examination will be required for inmates who are out of BOP custody for more than 30 days (e.g. furlough, writ, or residential re-entry enter failure).

Periodic health examinations including age-specific preventative health examinations (e.g. cancer screening) for the inmate population will be provided at the Clinical Director's discretion.

**Pharmacy/pill Line Procedures**

Inmates must present their identification and pill line cards to receive pill line medication. Inmates must also show their identification card to pick up prescribed medication. There will be no exceptions. Inmates may purchase over the counter medications at the commissary. If you are unable to do so, you may report to sick call to be seen, and a prescription will be written if deemed clinically necessary. Over the counter medication will not be given out at the pharmacy without a prescription. Some prescriptions have refills available. (This information will be annotated on the label.) Information regarding refills is printed on the label and is available from the Pharmacist. All prescriptions must be picked up from the pharmacy within four days of the prescription being written, or they will be returned to stock, and the inmate will have to obtain a new prescription from sick call. Certain medication cannot be given to inmates except at pill line in single doses. When you are prescribed this type of medication, you will receive a pill line pass.

**Pill Line Times**

**WEEKDAYS**

TIMES	GENERAL NOTES
6:30am-7:00am	Morning doses and insulin
6:30am-7:00am	Pick up new prescriptions from previous day and refills, midday doses
5:15pm-5:45pm	Afternoon doses
5:15pm-5:45pm	Insulin

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**WEEKENDS AND HOLIDAYS**

TIMES	GENERAL NOTES
6:30am-7:00am	Morning doses and insulin
4:30pm-4:45pm	Insulin and afternoon doses only

**Over-the-counter Medications**

This program establishes a program allowing inmates improved access to Over-The-Counter (OTC) Medications by making them available for sale in the commissary and improves the allocation of medical resources so that inmates' medical needs will continue to be met.

During institution triage/sick call, medical staff will refer inmates to the commissary in response to complaints related to cosmetic and general hygiene issues or symptoms of minor medical ailments.

Examples of these complaints are:

- a. Occasional constipation
- b. Seasonal allergies
- c. GI upset
- d. Dandruff
- e. Uncomplicated Athlete's Foot
- f. Acne
- g. Chapped Lips
- h. Dry skin
- i. Muscle Aches from Exertion

Inmates will purchase OTC medications from the commissary with their personal funds. However, inmates will be given OTC medications at the institution pharmacy if they are determined to be indigent (have less than a \$6.00 balance in their trust fund account for the last 30 days).

**Patient Rights and Responsibilities**

See Attachment.

**Medical Records**

An inmate may request a copy of his medical record by sending a Cop-out to Medical Records. Inmates will be charged for copies exceeding 100 pages. Inmates are not permitted to receive a copy of their HIV results while incarcerated.

**On-the-job Injuries**

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If an inmate is injured while performing an assigned task, he must immediately report the injury to his work supervisor. The work supervisor will then report the injury to the institution Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor.

If injured while performing an assigned duty, a claim for compensation may be submitted. A medical evaluation must be included in the claim before any compensation can be considered.

**Living Wills**

Living wills are not used in general population institutions to withhold resuscitative services. If resuscitative services are required while in the general population of a Bureau of Prisons institution, or while in transit to a community hospital or MRC from a general population institution, all necessary resuscitative services shall be provided despite the presence of a living will. When it is determined that the terms of the living will should be carried out, either the community based hospital or the Bureau of Prisons referral center will implement the terms based upon current circumstances. See Attachment D.

**MRSA**

Staphylococcus Aureus is a common bacteria found on many individuals' skin usually not causing any problems. However, once inside the body, for example inside the skin or lungs, it can cause serious infections such as boils or pneumonia. Methicillin Resistant Staphylococcus Aureus (MRSA) refers to the bacteria that is resistant to the antibiotics that were formerly used to treat it.

MRSA is frequently found in prison populations since this bacteria is frequently found on many surfaces. Good hygiene, especially good hand hygiene, is the best way to stop the chain of infection of MRSA. Another way to prevent the chain of infection of MRSA is to ensure that all areas including housing units, equipment used in the Recreation Department, seat backs in the Food Service Department, etc., are cleaned frequently. At FCI Cumberland, the most common cause of MRSA infections has been tattooing. Tattooing is a prohibited act inside the Bureau of Prisons. MRSA is just one more reason to **NOT** get a tattoo while incarcerated.

Once it is determined that an individual has an MRSA infection or boil, the most common course of treatment is incision and drainage of the wound. Sometimes it is necessary to put an infected individual on antibiotics; however, incision and drainage are effective at treating these infections most of the time. Frequently inmates report having "spider bites" which turn out to be MRSA infections. If you notice that you have a boil, "spider bite," pustule, or anything else that may fit that description, report to sick call for evaluation.

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**CONTACT WITH THE COMMUNITY AND PUBLIC**

**Correspondence**    Outgoing mail may be sealed in accordance with the Bureau of Prisons' correspondence privileges, except for inmate/inmate correspondence. The outgoing envelope must have your name, register number, unit, and return address on the upper left hand corner. All outgoing mail must be placed in the mailbox in front of the ISM Department.

You are responsible for the content of your letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. You may be placed on restricted correspondence status based on misconduct or as a matter of classification. You will be notified of this placement by unit staff and have the opportunity to respond. Mail service is provided on Mondays through Fridays, except Federal holidays.

**Incoming Correspondence**    Mail is ordinarily distributed by the Evening Watch Officer, Monday through Friday, excluding holidays. Legal and Special Mail will be delivered by a unit staff member upon receipt from the mailroom. The number of incoming letters you receive will not be limited unless it places an unreasonable burden on the institution or creates a fire, sanitation, security, or housekeeping hazard.

Advise those writing to you to put your register number and unit on the envelope to aid the prompt delivery of you mail. Incoming correspondence should be sent to:

- . Inmate Name, Register Number, Camp Unit (G or P)
- . Federal Prison Camp    (must be spelled out)
- . P.O. Box 1000
- . Cumberland, MD 21501-1000

Before any packages are mailed to the institution, you must have prior authorization from the Camp Unit Manager. Package authorizations are processed through the department head involved (e.g., Supervisor of Education, Health Services Administrator or Unit Manager). Packages received without prior approval will be returned to the sender.

**Incoming Publications**    The Bureau of Prisons permits you to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine/newspaper, or materials addressed to a specific inmate such as advertising brochures, flyers, and catalogs. You may also receive soft-cover publications (paperback books) from any source. You may receive hard-cover publications and/or newspapers only from a publisher, book store, or a book club. Accumulation of publications will be limited according to the current authorized personal property list. These publications may not exceed 12" of shelf space because of sanitation and fire safety reasons. The Unit Manager may allow more space for legal publications upon request. The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected the Warden include:

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Depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.

Depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' Institutions.

Depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.

- Is written in code.
- Depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- Instructs or encourages the commission of criminal activity.
- Is sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.

**Special Mail** "Special Mail" includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives of the news media.

Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.

Your Counselor, Case Manager, or other Unit Team member will open your incoming Special Mail in your presence. These items will be checked for physical contraband and for qualification as Special Mail. The correspondence will not be read or copied if the sender is accurately identified on the envelope and the front of the envelope clearly indicates that the correspondence is "**SPECIAL MAIL ONLY TO BE OPENED IN THE PRESENCE OF THE INMATE**". Without adequate identification as Special Mail, staff may treat the mail as general correspondence. In this case the mail may be opened, read, and inspected.

**Inmate Correspondence with Representatives of the News Media** You may use Special Mail privileges when corresponding to representatives of the news media if the representatives are specified by name or title.

You may not receive compensation or anything of value for corresponding with the news media. You may not act as a reporter, publish under a byline, or conduct a business or profession while in the custody of the

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Federal Bureau of Prisons.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, reviewed for qualification as media correspondence, and reviewed for content which is likely to promote either illegal activity or conduct contrary to regulations.

**Correspondence Between Confined Inmates** Inmate to inmate correspondence may be authorized if both inmates are either a member of the immediate family or are party in an on-going legal action.

The following additional limitations apply:

Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).

Designated staff at both institutions must approve the correspondence in writing.

**Rejection of Correspondence** The Associate Warden (Programs) may reject correspondence sent by you or to you if it is determined to be detrimental to the security, good order, discipline of the institution, the protection of the public, or if it might facilitate criminal activity. Examples include:

Matters which are non-mailable under law or postal regulations.  
Information of escape plots, plans to commit illegal activities, or plans to violate institution rules. Direction of an inmate's business.

This does not prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of your commitment. You may, for example, correspond about refinancing a mortgage for you home or sign insurance papers. However, you may not operate a mortgage or insurance business while confined in the institution.

**Notification of Rejection** If your incoming mail is rejected, the Associate Warden (Programs) will give written notice to the sender concerning the rejection of mail and the reasons for its rejection. The sender of the rejected correspondence may appeal the rejection. You will also be notified of the rejected correspondence and the reasons for it. You also have the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

**Mailing of Inmate Property** If you wish to have authorized personal items mailed to the institution, you need to send an inmate request to the appropriate department head:

Hospital Services Administrator - orthopedic shoes, arch supports, prosthetic devices, and hearing aids.

Chaplain - wedding bands - If you are married, you may be permitted to have your wedding band as long as it is plain and contains no stones.



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Camp Unit Manager - questionable items not covered in the other categories will be submitted to the Camp Unit Manager.

The Camp Unit Manager will provide a final decision in all categories. The department head will inform you of their decision. If the request is approved, the department head will complete and forward the appropriate authorization form. The Mail Room Officer will not accept any packages unless this approval form is on file in the mailroom.

**Change of Address/Forwarding of Mail** Any general mail is forwarded to the release address provided by the inmate to the unit team. General correspondence will be mailed to this address for a period of 30 days. Special Mail will continue to be forwarded after 30 days. Any general mail received after 30 days will be returned to sender. It is your responsibility to complete a Change of Address form at a U.S. Post Office, once released from custody.

**Certified/Registered Mail** If you desire to use certified, registered, or insured mail, you may do so by attending the ISM open house on Wednesdays from 11:00 a.m. to 12:00 p.m. You may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

**Postage Stamps** Postage stamps may be provided to indigent individuals who meet Bureau policy. Those who cannot afford to purchase stamps may request postage by submitting an Inmate Request to Staff form to the Camp Administrator.

**Telephone** Telephones are to be used for lawful purposes only. Use of the telephone for threats, extortion, or in furtherance of criminal activity may result in prosecution. All inmate telephones are subject to monitoring. You must contact your Case Manager or Counselor to arrange an unmonitored attorney call.

FPC Cumberland has the Inmate Telephone System (ITS). This system uses a Personal Access Code (PAC). It allows you to call up to thirty approved numbers. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. No third party or credit card calls can be made on these lines. Collect calls can also be made to approved telephone numbers.

Phone time will be purchased from the commissary on regularly assigned shopping days. Forms for updating telephone numbers may be obtained from the Unit Counselor. Once the ITS office receives and processes the form submitted by you through the Unit Counselor, you will be given your SECRET PAC (nine digit) number. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number. All calls are automatically terminated after 15 minutes.

Changes to your phone list may be made up to three times per month by submitting a request through the Unit Counselor.

Phone calls while in Disciplinary Segregation and Administrative Detention

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are limited. For more information concerning this subject, see your Counselor.

Institutional phones may not be used without permission of a staff member.

**Visiting** Visiting times are from 4:30 PM to 8:30 PM on Monday and Friday, and from 8:30 AM to 3:00 PM on Saturday, Sunday, and federal holidays. There is no visitation on Tuesdays, Wednesdays or Thursdays, except on federal holidays. Inmates will be allowed ten visiting days per month with no more than four weekend day visits.

Those individuals visiting you should be aware of the following:

It is a Federal crime to bring upon the institution grounds any weapons, intoxicants, drugs, or other contraband. 18 U.S.C. 1791 provides a penalty of imprisonment for not more than ten years, a fine of not more than \$25,000, or both, to a person who provide, or attempts to provide an inmate anything whatsoever without the knowledge and consent of the Warden. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden, upon a reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pate search, urine surveillance test, breathalyzer test, or other comparable tests. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

The following information is provided to aid you visitor's arrival to the institution:

FPC Cumberland is located approximately 5 miles south of Cumberland, Maryland off of Route 51, within an area designated as the Allegany County Industrial Park. It is approximately 130 miles from both Washington, D.C. and Baltimore, Maryland. The institution is also 100 miles southeast of Pittsburgh, Pennsylvania. FPC Cumberland is accessible off of Interstate 68. Near the downtown Cumberland exit, take the Industrial Boulevard exit (Route 51 south), for approximately 6 miles to PPG Road. Turn right onto PPG Road and drive for approximately 2 miles onto Burbridge Road. The institution is on the left.

As a new inmate, you are asked to submit a visiting list to your Counselor for approval. Only those visitors documented on the approved visiting list will be authorized to visit. Members of your immediate family (wife, children, parents, brothers, sisters) will ordinarily be placed on the approved visiting list as long as they can be verified in you PSI. A common-law spouse will usually be treated as an immediate family member provided the common-law relationship was in a state which recognizes such a status. Other relatives and friends may be approved after certain checks are made. **Requests for approval for these additional visitors should be made to the Counselor at least three weeks in advance of the intended visit.**

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All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only on arrival and departure. Inmates entering the visiting area will be dressed in institution clothing. All uniforms will be required to have shirt tails tucked in and belts used. All other attire will be prohibited. Clothing must be neat and clean. Typical items that you may take into the Visiting Room are limited to a comb, a wedding band (without any stones), prescription eyeglasses, a handkerchief, a religious medal (on a chain), Chaplain authorized headgear, life maintaining medication (i.e. for cardiac condition or epileptic individuals), and your account card.

Visitors will be expected to wear clothing which is within the bounds of good taste and may be denied entry for inappropriate attire. Visiting regulations will be available for the inmate population to mail out to their approved visitors.

**Identification of Visitors** One photograph type or three signature type of acceptable or verifiable identification are required for visitors. One form of identification must be a photo identification (i.e. driver's license or passport). Credit cards or commercially purchased forms of identification cannot be used as the sole source of identification. Birth certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search. Visitors' purses, attorneys' briefcases, etc., may also be searched. Other personal articles must be left in the visitor's car. Life maintaining medication (i.e. cardiac or epileptic prescriptions) must remain at the Visiting Room Officer's station. Diabetic syringes must remain in either the visitor's automobile or in a front lobby locker. Visitors are permitted to bring money (no more than \$20) into the visiting room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the visiting room. Visitors may purchase items from vending machines in the visiting room. Inmates should not handle money, nor should they be in the vending machine room at anytime. No food may be brought into or removed from the visiting room. Consult the Institutional Supplement on visiting, regarding other items not listed in this section.

**ACCESS TO LEGAL SERVICES**

**Legal Correspondence** Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. **The envelope must be marked with the attorney's name and an indication that they are an attorney and the front of the envelope must be marked "SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE."** It is your responsibility to advise your attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

**Attorney Visits** Attorneys should make advance appointments for each visit through the appropriate Case Manager. Attorneys are encouraged to visit during the regular visiting hours; however, visits from an attorney can be arranged at other times based on the circumstances and availability of

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staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

**Legal Material** During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may not be transferred during attorney visits unless previously approved. You are expected to handle the transfer of legal materials through the mail.

**Attorney Phone Calls** In order to make an unmonitored legal phone call, you must make arrangements through a member of your Unit Team. Your request should be written on an Inmate Request to Staff Member form (Cop-out) to your Counselor at least 24 hours in advance.

**Law Library** The law library contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open Sunday through Friday, 12:30 p.m. to 8:00 p.m. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available in the Special Housing Unit ordinarily via a delivery system or satellite collection.

**Notary Public** Under the provisions of 18 USC 4004, Case Managers are authorized to administer oaths and to take acknowledgments. A recent change in the law allows that a statement to the effect that papers which inmates sign are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies unless specifically directed to do otherwise.

**Copies of Legal Material** In accordance with institution procedures, you may copy materials necessary for research or legal matters. A debit card operated copy machine is available in the Education Department. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a limited amount of free duplication to their Unit Counselor.

**Federal Tort Claims Act (FTCA)** If negligence of institution staff results in personal injury or property loss/damage to you, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, you must complete a Standard Form 95. You can obtain this form by submitting an Inmate Request to Staff (Cop-out) to the Safety Manager through institution mail.

**Freedom of Information Act (FOIA)/Privacy Act of 1974** The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertains, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

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**Inmate Access to Central Files** You may review your central file (except for the section marked FOI Exempt) under the supervision of a staff member. A request to review your file should be arranged through your Case Manager.

**Inmate Access to Other Documents** You can request access to the "Non-Disclosable Documents" in your central file, or other documents concerning yourself by submitting a "Freedom of Information Act Request" to:

Director, Bureau of Prisons  
320 First street, NW  
Washington, DC 20534

Attention: FOIA Section

Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your register number and date of birth for identification purposes. A request on your behalf by an attorney for your records will be treated as a "Privacy Act Request" if the attorney has forwarded your written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

**PROBLEM RESOLUTION**

**Inmate Request to Staff Form** Bureau of Prisons form BP-Admin-70, Inmate Request to a Staff, commonly called a "Cop-out", is used to make a written request to a staff member. Any type of request can be made with this form. These forms may be obtained during forms issue days, generally Tuesday and Thursday, from Unit Staff. In order to facilitate responses, you should submit the entire form to the appropriate staff member. Staff members who receive an Inmate Request to Staff will answer the request in a reasonable period of time. The answer will be written on the bottom portion of the request form.

**Administrative Remedy Process** The Bureau of Prisons emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, inmates can resolve a problem by personal contact with staff members, Request to Staff forms (Cop-outs), or with an Informal Resolution form. When those attempts are unsuccessful, a formal complaint can be filed as an Administrative Remedy. (Complaints that have a different statutory authority, like the Federal Tort Claims Act, Inmate Accident Compensation Act, Freedom of Information Act or Privacy Act requests, are not generally appropriate for acceptance under the Administrative Remedy Process.)

**INFORMAL RESOLUTION** - The first step of the Administrative Remedy Process is to attempt an informal resolution. This is accomplished by meeting with your assigned Correctional Counselor to discuss the problem or issue.

**FOR INMATES IN THE GENERAL POPULATION** - The Correctional Counselor will assist you in your attempt to resolve your problem. If resolution is not immediately made, the Counselor will complete an

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Informal Resolution form and it will be the responsibility of the inmate to contact the appropriate department head in order to resolve the issue. This will ordinarily be done within five work days. If necessary, the Correctional Counselor can assist in coordinating an appointment with the department representative. The Informal Resolution form will then be returned to the Correctional Counselor who will call you in to discuss the results of the informal resolution process.

*FOR INMATES IN THE SPECIAL HOUSING UNIT* - The Correctional Counselor will assist you in your attempt to resolve your problem. If resolution is not immediately made, the Counselor will issue a Counseling Worksheet (SHU informal resolution form), which you will complete, in part, and return to the Counselor, who will contact the affected department for conflict resolution.

A reply from the applicable department and the counselor's response will then be returned on the Counseling Work Sheet (SHU Informal Resolution form).

If a complaint or grievance was not resolved at that stage, the Counselor will issue a BP-229 (BP-9) form. Inmates will complete Part A of the form, and return the BP-229 to the Counselor who will review the material to ensure a copy of the informal resolution is included. The Counselor will forward the BP-229 complaint to the Administrative Remedy Coordinator for processing.

Complaints must be filed within 20 calendar days from the date of the incident or cause for appeal, unless it was not feasible to file within that period of time. The BP-229 complaint will ordinarily be acted on within 20 calendar days with a written response provided to you. This time limit for the response may be extended for an additional 20 calendar days, and you will be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens your immediate health or welfare, the reply must be made as soon as possible or within three calendar days from the receipt of the complaint.

If an inmate is not satisfied with the response to the BP-229, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-229 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-229 response attached. The Regional Appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. This form can be obtained from the Counselor. You will be notified of the extension.

If an inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form, and must have copies of the BP-229 and BP-230 responses. This appeal must be received in the Central Office within 30 calendar days from the date of the BP-230 response. The BP-231 form can be obtained from the Counselor. The National Appeal must be answered within 40 calendar days, but the time limit may be extended an

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20 days with proper notification.

When writing a BP-229, BP-230, or BP-231, the form must contain the following information:

Statement of Facts, Grounds for Relief, Relief Requested.

Requests that do not meet the minimum standards required in policy cannot be accepted, will be rejected, and the inmate's issue will not be investigated. Common errors that cause delays in processing administrative remedy complaints and will be cause for rejecting the complaint include:

Not attempting informal resolution,

Not including the Informal Resolution Form with the complaint;

Not stating the complaint on the BP-9 form;

Not placing all information on the BP-9 form (who, what, when);

Forgetting to sign and date the form;

Waiting more than 20 days to start the process.

**Sensitive Complaints**

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known by staff in the institution, he may file the complaint on a BP-9 form to the Regional Director. The address is;

Regional Director, Bureau of Prisons  
Mid-Atlantic Regional Office  
302 Sentinel Drive, Suite 200  
Annapolis Junction, MD 20701

An inmate must explain in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. The inmate may then pursue the matter by filing a BP-229 (BP-9) at the institution.

**DISCIPLINARY PROCEDURES**

**Discipline** It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO).

**Inmate Discipline Information** If a staff member observes or believes he has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident. An

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informal resolution of the incident may be attempted by the Lieutenant.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. If an informal resolution is not accomplished, the incident report is forwarded to the Unit Disciplinary Committee (UDC) for an Initial Hearing.

**Initial Hearing** Inmates must ordinarily be given an initial hearing within three (3) work days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limit of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the DHO for final disposition.

**Discipline Hearing Officer (DHO)** The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him (if requested). An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing: the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

**Appeals of Disciplinary Actions** Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals of UDC actions are made to the Warden (BP-229). Appeals of DHO actions are made to the Regional Director (BP-230), and the General Counsel (BP-231). On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline;
- Whether the UDC or DHO based its decisions on substantial evidence;



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- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

**Special Housing Unit Status** There are two categories of special housing. These are Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of the Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary).

Inmates may possess legal and religious materials while in Disciplinary Segregation. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

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**RELEASE**

**Sentence Computation** The Inmate Systems (ISM) department is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation once it is completed and audited for accuracy. Questions about good time, jail time credit, full term dates, release dates, or periods of supervision, are to be referred to ISM staff.

**Fines and Costs** In addition to jail time, the court may impose a committed or non-committed fine and/or costs. A committed fine means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based upon payment of fines or costs. Payment for non-committed fine or cost is not required for release from prison or transfer to a contract community corrections center.

**Detainers** Warrants (certified copies) based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to resolve such

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cases.

Case management staff may give assistance to offenders in their efforts to have detainers against them resolved by having the charges dropped, restoration of probation or parole status, or through the concurrent service of the state sentence. The degree to which the staff can assist in such matters will depend on individual circumstances.

State detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers". This agreement applies to all untried indictments based on detainers for pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged, except in the states of Louisiana and Mississippi. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because, in some states, the detainer notice of pending charges may start the time running for a Speedy Trial Act Agreement.

**Good Conduct Time** This applies to inmates who were sentenced for an offense committed on or after November 1, 1987.

The Comprehensive Crime Control Act became law November 1, 1987. The two most important changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be fifty-four (54) days Good Conduct Time for every year actually served. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for people sentenced for crimes committed after November 1, 1987.

Inmates who were sentenced for an offense committed prior to November 1, 1987, and who have questions regarding good time should refer to the law library, unit staff or the records office of ISM.

### **Release Preparation Programming**

The Release Preparation Program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. This program offers classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. Probation Officers and other agencies and potential employers are available.

### **Release Planning**

Release planning for all inmates begins upon the inmate's arrival at the institution. Each inmate should work with his assigned unit team to develop a release plan that is verifiable by the U.S. Probation Office. Inmates will be assisted in their release planning by participating in

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institutional and unit release preparation.

**Residential Re-entry Center**

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be eligible to participate in a residential re-entry center program. Inmates will be reviewed for placement when they are 11-13 months from release.

The Bureau's Community Corrections and Detention Division supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs working under the supervision of the appropriate regional Administrator.

**Community-based Residential Programs**

Community-based residential programs available include both typical Residential Reentry Centers and local detention facilities. Each provides a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray cost of their confinement. The inmate's payment rate during RRC residence is 25% of the inmate's gross income.

Most Bureau of Prisons community-based residential programs are provided in Residential Re-entry Centers (RRCs). These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. RRCs are used primarily for three types of offenders:

Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and re-establishing family ties.

Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.

Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a pre-release component and a community corrections component. Both components assist offenders in making the transition from an institutional setting to the community. The community corrections component is utilized when RRC placement is needed but it is necessary to restrict the available privileges. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC where recreation, visiting, and other activities are provided in-house.

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The other option for community-based residential programming is local detention facilities. Some of these local facilities have work release programs similar to the Community Corrections Component in a RRC, serving to facilitate the transition from the institution to the community. In these facilities, offenders are employed in the community during the day and return to the institution at night.

**CONCLUSION**

This information will assist inmates in their first days in Federal custody. New commitments should feel free to ask any staff member for assistance, particularly unit staff, or to consult the law library to obtain information relative to particular questions.

The information contained in this handbook is subject to change and all inmates should review the bulletin boards in the housing units daily to keep abreast of changes.

# CAMP REGULATIONS-2008

Unit regulations are intended to ensure the orderly running of the unit and are considered as only minimal guidelines. Each inmate is expected to do his part in complying with the rules and guidelines as outlined below:

1. INMATES WILL SLEEP IN THEIR ASSIGNED BEDS. UNIT COUNSELORS WILL BE RESPONSIBLE FOR ANY BED CHANGES.
2. INMATES WILL NOT STORE CLEANING SUPPLIES OR EQUIPMENT IN THEIR CUBICLES. GARBAGE BAGS ARE NOT AUTHORIZED FOR USE IN CUBICLES AND ARE FOR COMMON AREAS ONLY (BATHROOMS, STAIRWELLS, LAUNDRY ROOMS).
3. EACH INMATE IS TO MAINTAIN HIS PERSONAL PROPERTY IN THE AMOUNTS SPECIFIED IN THE INSTITUTION SUPPLEMENT ON INMATE PERSONAL PROPERTY.
4. THE ONLY ITEMS THAT MAY BE DISPLAYED OR PLACED ON TOP OF THE LOCKER ARE ONE PHOTOGRAPH AND ONE CLOCK. MIRRORS MAY NOT BE PLACED OUTSIDE OF THE LOCKERS.
5. MATERIALS MAY NOT BE PLACED ON TOP OR ATTACHED TO CUBICLE WALLS. MAGAZINE OR NEWSPAPER CLIPPINGS WILL NOT BE DISPLAYED ANYWHERE IN THE CUBICLES, INCLUDING INSIDE LOCKERS.
6. NO CLOTHING WILL BE STORED OUTSIDE THE LOCKERS EXCEPT A LAUNDRY BAG AND COAT. LAUNDRY BAGS AND COATS WILL BE HUNG ON THE HOOKS AVAILABLE IN THE CUBICLES. WET TOWELS MAY BE TEMPORARILY HUNG NEATLY OVER THE FOOT BOARD OF THE INMATE'S BED. SHOES ARE TO BE NEATLY LINED UP UNDER THE BED.
7. BEDS WILL BE MADE MILITARY STYLE (SEE DIAGRAM ON BULLETIN BOARDS), TRASH CANS WILL BE EMPTIED, AND CUBICLES CLEANED PRIOR TO INMATES REPORTING FOR WORK CALL OR BY 7:30 A.M. SANITATION SHALL BE MAINTAINED AT A HIGH LEVEL AT ALL TIMES. ALL CUBICLES WILL BE CLEANED AND INSPECTION READY BY 7:30 A.M. EACH DAY. ON WEEKENDS AND FEDERAL HOLIDAYS INSPECTIONS WILL BEGIN AT 10:00 A.M.
8. INMATES WHO HAVE WEEKDAYS OFF FROM THEIR JOB ASSIGNMENT MUST HAVE THEIR BED MADE AND CUBICLES CLEANED BY 7:30 A.M. INMATES WILL BE PERMITTED TO SLEEP ON TOP OF HIS PROPERLY MADE BED.
9. ALL INMATES THAT ARE IN THE UNIT BETWEEN THE HOURS OF 7:30 A.M. AND 4:00 P.M. WILL BE DRESSED. WALKING AROUND THE UNIT IN UNDERWEAR OR TOWELS WILL NOT BE PERMITTED. AT A MINIMUM, FOOTWEAR (SHOES, SHOWER SHOES OR TENNIS SHOES), PANTS AND/OR GYM SHORTS AND A SHIRT WILL BE WORN AT ALL TIMES WHEN NOT IN AN ASSIGNED ROOM.
10. LIGHTS WILL BE TURNED OUT EACH NIGHT AT 10:30 P.M. INMATES ARE PROHIBITED FROM VISITING IN ANOTHER INMATE'S CUBICLE AFTER THIS TIME.
11. INFORMATION CONCERNING THE INMATE POPULATION SHALL BE POSTED ON THE UNIT BULLETIN BOARD AND SHOULD BE READ AT LEAST DAILY.
12. GAMBLING AND HORSEPLAY ARE PROHIBITED.
13. ALL RADIOS BEING PLAYED MUST BE EQUIPMENT WITH AN EARPHONE AND IT MUST BE USED WHEN LISTENING TO THE RADIO.

14. TELEVISION ROOMS ARE FOR TELEVISION VIEWING ONLY. NO CARD OR GAME PLAYING; NO RADIOS ARE PERMITTED IN THE TV ROOMS. CHAIRS CANNOT BE "RESERVED" OR "SAVED". INMATES SHOULD NOT LEAN BACK IN THE CHAIRS (WHERE THE FRONT OF THE CHAIR IS OFF THE FLOOR) AND SHOULD NOT PUT THEIR FEET ON THE CHAIRS.
15. INMATES MUST ADHERE TO ALL BUREAU OF PRISONS' POLICIES AND INSTITUTION SUPPLEMENTS.
16. EACH INMATE IS RESPONSIBLE FOR FAMILIARIZING HIMSELF WITH THE FIRE EXITS LOCATED IN THE DORM. FAILURE TO EVACUATE THE AREA AFTER AT THE SOUND OF A FIRE ALARM OR DRILL MAY RESULT IN DISCIPLINARY ACTION. FIRE EXITS ARE CONSIDERED OUT-OF-BOUNDS UNLESS THERE IS AN EMERGENCY.
17. WINDOWS WILL BE CLEANED DAILY. NO PERSONAL PROPERTY OR FOOD ITEMS INCLUDING FRUIT WILL BE STORED ON THE WINDOW SILLS. AT NO TIME WILL ANY ITEM OR COVER OBSTRUCT THE WINDOWS.
18. CUBICLE VISITATION IS LIMITED TO NO MORE THAN 4 INMATES FROM OTHER CUBICLES.
19. INMATES ARE ONLY PERMITTED TO BE IN THE DORMITORY TO WHICH THEY ARE ASSIGNED. THE OTHER DORMITORY IS CONSIDERED OUT-OF-BOUNDS.
20. RECYCLING RECEPTACLES ARE AVAILABLE IN THE UNIT AND MUST BE USED. THE INSTITUTION CURRENTLY RECYCLES CANS, BATTERIES, AND NEWSPAPERS.

**ATTACHMENT A**  
**INMATE RIGHTS AND RESPONSIBILITIES**

RIGHTS

1. You have the right to expect that as a human being, you will be treated respectfully, impartially, and fairly by all personnel.
2. You have a right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religion affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have a responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law of Bureau rules of institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed, and to respect the rights of other inmates to the use of materials and assistance.
9. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
10. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs and abilities.
  11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and savings accounts, and for assisting your family.
11. You have the responsibility to meet your financial and legal obligations, including but not limited to, court imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.



# ATTACHMENT B

## PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

### GREATEST CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100	Killing	
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	<p>A. Recommend parole date rescission or retardation.</p> <p>B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).</p>
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	<p>B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).</p>
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	<p>C. Disciplinary Transfer (recommend).</p> <p>D. Disciplinary segregation (up to 60 days).</p>
105	Rioting	
106	Encouraging Other to Riot	E. Make monetary restitution.
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g. cell phones, hacksaw blade)	<p>F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).</p> <p>G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]</p>

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE Continued**

GREATEST CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
110	Refusing to provide a urine sample or to take part in other drug-abuse testing.	[Sanctions A-G]
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	
197	Use of the telephone to further criminal activity.	
198	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of a Greatest Severity nature.</u> ) This charge is only to be used when another charge of greatest severity is not applicable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.	

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**  
**HIGH CATEGORY**

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum), and from outside secure institutions, <u>without</u> violence.	a. Recommend parole date rescission or retardation.
201	Fighting with another person	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
203	Threatening another with bodily harm	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid harm, under threat of informing	
205	Engaging in sexual acts	
206	Making sexual proposals or threats	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
207	Wearing a disguise or a mask	
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	C. Disciplinary Transfer (recommend).
209	Adulteration of any food or drink	D. Disciplinary segregation (up to 30 days).
211	Possessing any officer's or staff clothing	E. Monetary restitution.
212	Engaging/encouraging a group demonstration	F. Withhold statutory good time]
213	Encouraging others to refuse to work, or to participate in a work stoppage	G. Loss of privileges: commissary, movies, recreation, etc.
215	Introduction of alcohol into BOP facility	
216	Giving or offering an official or staff member a bribe, or anything of value	H. Change housing (quarters)
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	I. Remove from program and/or group activity
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 , damaging life-safety devices	J. Loss of job
		K. Impound inmate's personal property
		L. Confiscate contraband
		M. Restrict to quarters]

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE Continued**

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	Sanctions A-M
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises/drill (except for drill authorized by staff)	
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyzer or take part in other testing of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third party calling; third party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of high severity is not applicable.	

# **PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

## MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
302	Misuse of authorized medication	
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
304	Loaning of property or anything of value for profit or increased return	
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	
306	Refusing to work /accept program assignment	
307	Refusing to obey an order of any staff member (May be categorized in terms of greater severity, according to the nature of the order; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample would be charged as Code 110)	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
308	Violating a condition of a furlough	C. Disciplinary Transfer (recommend).
309	Violating a condition of a community program	D. Disciplinary segregation (up to 15 days).
310	Unexcused absence from work or assignment	E. Make monetary restitution.
311	Failing to perform work as instructed	F. Withhold statutory good time.
312	Insolence towards a staff member	G. Loss of privileges: commissary, movies, etc.
313	Lying/providing a false statement to staff	H. Change housing (quarters).
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; counterfeiting release papers to effect escape.	I. Remove from program and/or group activity.
315	Participating in unauthorized meeting or gathering	J. Loss of job.
		K. Impound personal property.
		L. Confiscate contraband.
		M. Restrict to quarters.
		N. Extra duty.]

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE Continued**

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
316	Being in an unauthorized area	Sanctions A-N
317	Failure to follow safety/sanitation rules	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money/anything of value to, or accepting money/anything of value from another inmate or person without staff authorization	
329	Destroying, altering or damaging government property, or that of another person, having a value of \$100.00 or less	
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking Where Prohibited	

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE Continued

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	Sanctions A-N
398	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the Moderate Severity nature.</u> ) This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the Moderate Severity nature.</u> ) This charge is to be used only when another charge of moderate severity is not applicable.	

# **PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

## LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the prohibited act within 6 months) (a good conduct time sanction may not be suspended). See Chap 4, Page 16 for VCCLEA violent and PLRA inmates.
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	E. Make monetary restitution F. Withhold statutory good time. G. Loss of privileges: movies, recreation, etc. H. Change housing I. Remove from program and/or group activity. J. Loss of job. K. Impound personal property L. Confiscate contraband. M. Restrict to quarters. N. Extra duty. O. Reprimand. P. Warning.
410	Unauthorized use of mail (Restriction or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101 Assault.)	
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15 minute time limit for telephone calls; using the telephone in an unauthorized area; placing an unauthorized individual on the telephone list).	
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Mode-rate Severity nature.</u> ) This charge is to be used only when another charge of low moderate severity if not applicable.	



PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE Continued

LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.	Sanction B.1-P

**NOTE:** Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself.

ATTACHMENT C

FEDERAL BUREAU OF PRISONS  
HEALTH CARE RIGHTS AND RESPONSIBILITIES

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

RIGHTS

1. You have the right to health care services, based on the local procedures at your institution. Health services include medical sick call, dental sick call and all support services. Sick call at FCI Cumberland is conducted Monday through Friday (emergency sick call) from 6:30am to 7:00pm.
2. You have the right to be offered a "Living Will", or provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have a responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.

7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain disclosable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a physical examination, as defined by Bureau policy. Periodic health examinations including age-specific preventative health examinations (e.g. cancer screening) for the inmate population will be at the discretion of the Clinical Director. You may request a physical examination if you are being released from custody and you have not had a physical examination within one year prior to the expected date of release.
13. You have the right to dental care as defined in Bureau policy to include preventive services, emergency care and routine care.
14. You have the right to a safe, clean and healthy environment, including smoke free living areas.
15. You have the right to refuse medical treatment in accordance with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.
10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain a safe and clean environment in consideration for others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You are also responsible for signing the treatment refusal form.

**ATTACHMENT D**

P.S. 6000.05  
September 15, 1996  
Attachment VI-C, Page 1

**DECLARATION**

TO MY FAMILY, DOCTORS, AND ALL THOSE CONCERNED WITH MY CARE:

I, \_\_\_\_\_, being of sound mind, willfully and voluntarily make known my directives to be followed if I am in a terminal and irreversible condition and become unable to participate in decisions regarding my health care. I understand that my health care providers are legally bound to act consistently with my wishes, within the limits of reasonable medical practice and other applicable law. I also understand that I am able to revoke this declaration at any time.

It is my wish that my dying will not be artificially prolonged under the circumstances set forth below and do hereby declare:

If at any time I should have an incurable injury, disease, or illness certified to be a terminal and irreversible condition by two persons who qualify as health care providers, and the health care providers have determined that my death will occur whether or not life-sustaining procedures are utilized and where the application of life-sustaining procedures would serve only to prolong artificially the dying process, or that I have entered a persistent vegetative state, I direct that such life-sustaining procedures be withheld or withdrawn. It is further my wish that I be permitted to die naturally with only the administering of medication or the performance of any medical procedure deemed necessary to provide me with comfort care.

In the absence of my ability to give directions regarding the use of such life-sustaining procedures, it is my intention that this declaration shall be honored by my family and health care providers as the final expression of my legal right to refuse medical or surgical treatment and accept the consequences from such refusal.

I recognize that my health care providers will attempt to act consistently with my instructions, within sound medical judgment and subject to legitimate governmental interests. I hereby authorize them to enter and participate in any judicial or administrative proceeding necessary to review or to uphold this declaration. I agree that this proceeding should be a private and speedy one, so that my wishes can be complied with as soon as practicable.

I understand that such proceeding would be performed on my behalf and, when applicable, the Federal Bureau of Prisons has my permission to file pleadings in my name and to request that judicial or administrative costs or other kind of payment not be assessed against the Bureau of Prisons.

I hereby request that the following person(s) be notified of my condition and my wishes as expressed in this declaration as soon as it is practicable and after my health care providers have certified that I have suffered a terminal and irreversible condition:

Name(s)  
Address and Telephone Number

Relationship

Further instructions.

Should any portion of this declaration be declared invalid, such invalidity shall not affect other parts of the declaration, which can be given effect independent of the invalid portion.

I understand the full import of this declaration, and I am mentally competent to make this declaration and do so without duress of any kind.

Signature

Date and Time

City, Parish, and State of Residence

The declarant is personally known to me, and I believe the declarant to be of sound mind. I certify that the declarant voluntarily signed this declaration.

Signed,

Witness' Signature

Witness' Address

Date

Time

**Reminder: Keep a copy of the signed declaration and return the original so it can be placed in your health record.**

ATTACHMENT E

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FPC ADMISSION & ORIENTATION SCHEDULE  
CAMP A&O SCHEDULE

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WEDNESDAY	7:45am	Roll Call
	8:00am	Food Service
	8:30am	Safety/Sanitation
	9:00am	Case Management Coordinator
	9:30am	AIDS Film/Break
	10:15am	Health Services
	10:30am	Education/Recreation
	11:00am	Lunch
	12:00pm	Roll Call
	12:15pm	Religious Services
	12:30pm	Financial Management (Business Office)
	1:00pm	Inmate Systems Management
	1:30pm	Correctional Services
	2:00pm	Facilities Operations
	2:20pm	Psychology/RDAP
	3:00pm	Camp Unit Manager
	3:30pm	Federal Prisons Industries (UNICOR)

**SPECIAL MAIL NOTICE**

**U.S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF PRISONS**

**To The Inmate:**

It is suggested you provide this instruction sheet for special mail privileges to our attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with your attorney(s).

**To The Attorney:**

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this occur, Bureau policy requires that **you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail - Open Only in the Presence of the Inmate"** or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

